



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
Captive Insurance Division  
500 James Robertson Parkway, 4th Floor  
Nashville, Tennessee 37243  
(615) 741-3805**

**Index Format - Special Purpose Financial Captives Application**

**A. Organizational Documents**

Shall Include:

1. Charter and/or Articles of Organization
2. Bylaws

May include:

3. Additional statutorily required documents

**B. Captive Application**

1. TDCI Application

2. Additional:

- (a) An application fee of \$675.00
- (b) Certified copy (when finalized) of Captive's certification of incorporation, articles of association and bylaws.
- (c) A feasibility or other like study.
- (d) Evidence of:
  - (1) The amount and liquidity of its assets relative to the risks assumed
  - (2) Expertise, experience, and character of the person or persons who manage the SPFC.
  - (3) SPFC's financial condition including the source of the minimum capitalization.
  - (4) Other factors considered relevant.
- (e) Plan of Operation including:
  - (1) A statement of intent
  - (2) Common minimum documentation requirements:
    - (A) Reinsurance Trust Agreement
    - (B) Reinsurance Allocation Agreement
    - (C) Tax Allocation Agreement
    - (D) Administrative Services Agreement
  - (3) Additional documentation as circumstances require.
- (g) Source and form of additional capitalization to be contributed
- (h) Investment strategy of the SPFC and draft investment guidelines
- (j) Pro forma balance sheet and income statement illustrating various stress case scenarios
- (k) Biographical Affidavits for officers and directors (NAIC Form 11)
- (l) Affidavit from the applicant (see form affidavit)
- (m) List all other service providers and their responsibilities together with how fees for services rendered are to be charged.

**C. Additional information provided by the applicant**